

**APPROVED Minutes of the Maricopa HOME Consortium Public
Meeting
November 20th, 2014
9:30 a.m.**

Present: Michael Cardenas, City of Avondale
Matt Hess, City of Avondale
Barbara Bellamy, City of Chandler
Jessica Fierro, Town of Gilbert
Charyn Palmisano, City of Glendale
Jaime Gonzalez, City of Peoria
Debbie Pearson, City of Peoria (Telephonically)
Christina Ramirez, City of Surprise (Telephonically)
Amy Jacobson, Maricopa County
Lisa Lowery, Maricopa County
Carissa Cyr, Maricopa County
Regina Marette, Maricopa County
Paul Ludwick, Maricopa County

Guests: Richard Thomason, HUD
Rich Crystal, Crystal & Company
Kim Carter, Kimlyn Consulting
Jeremy Gray, WFN Consulting

1. Call to Order and Roll Call

At 9:35 a.m., Amy Jacobson called to order the November 20, 2014 Maricopa HOME Consortium Public Meeting held at the Security Building in Classroom 1, Floor 1A, at 234 North Central Ave., Phoenix, Arizona 85004. The Roll was called and a quorum was established.

2. Approval of Minutes (10/16/14)

Amy called for a motion to approve the minutes unless there were any changes or corrections to the minutes. No changes or corrections were made. Charyn Palmisano motioned to approve the October 16, 2014 Minutes. The motion was seconded by Jaime Gonzalez and passed unanimously. Next Amy introduced Regina Marette to Maricopa County and then everyone introduced themselves, including how long they have been with their organization and a "fun fact".

3. Consolidated Plan (CP) Contribution Request Sent to Member & Due 12/31/14--

Amy explained that the County has completed a detailed HOME Consortium CP Master Schedule with deadlines, milestones, and completion dates to ensure that the final CP is received by the Board of Supervisors (BOS) by the April 22, 2015 deadline. Amy introduced Rich Crystal as a guest consultant to answer any questions. Amy asked Consortium Members (CM) to fill out the form and turn it into Carissa. It was clarified that the dates on the forms were internal dates of the CMs, so that the due dates of the CMs coincide with the County. Amy explained that the County will go into IDIS and identify the CMs as CDBG entitlements and then all of the information is blended together in IDIS. Amy stated that the CMs can go in today and insert information into IDIS. The current piece of the CP that is due Dec. 31st is the HOME portion, which is the piece that the County will insert. CMs need to submit that information in the word document by the deadline of 2/20/15. The entire CP, including HOME, CDBG, and ESG will be submitted

to HUD by the County. Carissa commented on the document for contributions which was sent on Oct 29th and is due Dec 31st. She stated that the County will be making revisions to it which will include priorities from each CM.

Amy encouraged the CMs to get the word out to stakeholders, individuals and community organizations on the Community Development Needs Survey that is currently available on our MyHSD website. Concerns about the link and how to copy it were addressed. Amy has a County goal of at least 100. Barbara Bellamy said she used the survey to create her own and has received over 500 responses. The City of Peoria has had at least 80 responses just since Monday.

Amy announced that Community Meetings will be held Dec 2, 3, and 4. They will be held in the NE, NW, and East Valley and are for both the HOME Consortium and Urban County. Steve Capobres will be facilitating the meetings. The County is also combining the meetings with the Analysis of Impediments (AI). It was asked what type of marketing is being done to advertise the meeting. Amy responded that notice will be in all the major newspapers, a mass email blast will be sent, personal phone calls made to relevant organizations the County works. She asked for help from the CMs to get the word out as well. Carissa is the main point of contact for the CP.

Amy emphasized the importance of submitting the due dates to Carissa and “getting the word out” on both the survey and the community meetings. It is everyone’s CP.

4. **Analysis of Impediments (AI) to Fair Housing Choice Update—** Consultant Kimlyn Consulting is doing the regional AI. Amy introduced Kim Carter and she introduced her subconsultant, Jeremy Grey, and she gave an update about the process of developing a Fair Housing document. She explained the due dates will coincide with the CP—the draft is due Feb. 20th. Kimlyn Consultants will be making a presentation during the last half hour of all the community meetings in December. Kim explained that the AI will be a regional AI and will include the entire county. They will also include local impediments in those jurisdictions when they find them, but this is a “regional AI”. If a CM wants to delve deeper into an impediment they would need to contract with Kimlyn Consulting directly to include the additional scope of work. Jeremy explained further that there will be a table with AI information for the entire county, but if a particular jurisdiction wants a column with their own unique AI information that it would be considered an expanded scope of service. Kim: This expanded scope could be done for a fee of approximately \$5,000 and the CM should contact Amy if they are interested. The deadline for contacting Kimlyn Consulting is December 9th.

Kimlyn Consulting previously contacted HUD and they confirmed that this AI will cover all CMs via email. Kim said the survey on Fair Housing has been created and is under review and will be launched next week pending Amy’s approval. The survey will be accessed through a link on the County MyHSD website. Kimlyn Consulting will be contacting CMs to see what is happening in each jurisdiction regarding additional information if needed. Jeremy asked the CMs that if they were aware of any stakeholders in their community with knowledge of Fair Housing that they would love to conduct some individual interviews. Richard Thomason of HUD added that the only purpose of the AI in HUD’s view is to determine where there are gaps in the analysis. A jurisdiction doesn’t have to address them, but needs to be aware of where the gaps are and recognize the issue. The AI is designed to give the jurisdictions direction in designing projects to address the AI. HUD recognizes the value in sharing both the cost

and information collected in the AI. Glendale is conducting their own AI and would be willing to share the information with the CM. Amy said she believes that Tempe is also conducting their own AI. Amy added that the County is paying for the Countywide AI and the CP.

5. **Outstanding Subrecipient FY 14-15 Agreements to County for Approval—**The agreements were sent out in September. So far the following have been approved by the BOS: Avondale, Gilbert, Chandler and Peoria. We are waiting on the others. Charyn said Glendale's agreement is on the agenda for January 13th. Glendale City Attorney has an issue with the agreement being called an "Intergovernmental Agreement" versus a "Subrecipient Agreement" and if that effects the 3 year Cooperative Agreement that the City has with the County. Amy said she would like to get the County Attorney and the City of Glendale Attorney to have further dialogue about this issue.
6. **Strategic Planning Subcommittee Update Standard Practices Manual-** Subcommittee will be meeting following this meeting. Amy thanked the CMs that have already submitted their updates that have been uploaded on the HSD work group. Amy asked the CMs to please look at the topics assigned to your jurisdiction and update the Current Practices on the HSD work group because it would be helpful to everyone. Amy said the Subcommittee is looking at revising the timeline due to all the work involved in the CP and AI, but emphasized that this is still a high priority.
7. **Request for Release of Funds and Certification form—**Amy asked the CMs to please be aware of this new revised form and use it when requesting funds.
8. **Community Presentation—**Amy introduced Jaime Gonzalez of the City of Peoria. Jaime said she focused her presentation on the reasons why Peoria uses the HOME funds for purchase, rehab and resale; new construction; and homebuyer assistance. In previous years the City of Peoria had legal issues with their CHDO contracts and currently there is a lack of CHDOs on the west side. Another major past project was Ironwood Estates, a multifamily project utilizing LIHTC and HOME funds which had legal issues. Now, the Peoria City Council is using the Habitat model with great success and uses the local NSP target area to concentrate on the 85345 area code. This target area has increasing home values, high foreclosure rates, below average median incomes and a lack of affordable homes. Based on these issues and community input, the Peoria City Council prefers to spend HOME money on owner-occupied housing in this target area. Habitat for Humanity's central office is also located in Peoria and is highly visible. Jaime explained that these type of projects also fit well with the size of the staff at the City of Peoria. Jaime then talked about one of their latest successful HOME projects in which a vacant house on a corner lot near a school and community park was identified as a problem to both the Police and Fire Department. The home was purchased with CDBG funds and rehabilitated with HOME funds and sold to an eligible low income family. Since project completion, the City has had no issues with Police and Fire regarding this property which is highly visible in a positive way now. Amy thanked Jaime for her presentation and added that this insight into different communities is helpful to everyone.
9. **Participating Grantee Fund Status Detail—**Amy introduced Lisa Lowery from Maricopa County. Lisa passed out the updated Funds Status Detail reports to the CMs. She said she added an additional column for July 1 to June 30 and a total amount reimbursed column. Lisa said that if any of the CMs have any discrepancies that to please let her know and that she would like to work with them to resolve any

discrepancies. Lisa said that she would email the spreadsheet to those CMs that were on the phone. Amy added that the County has several IDIS flags and that the County would email any CM that this pertains to requesting Completion Reports and information to minimize the number of IDIS flags. Amy thanked the CMs in advance for cooperating with the County on this issue.

10. **Announcements**—Amy asked for any announcements from the CMs. Jessica Fierro announced that the Town of Gilbert is requesting RFPs for substantial rehab and permanent affordable housing.

Amy said that there is a revised 2015 Maricopa HOME Consortium Public Meeting schedule in their packet which has all of the new dates for 2015. Amy announced that the 221(d)(3) limits after 2012 have not changed for rental projects, so continue to use the 2012 limits. Also, the 95% Homeownership Value Limits are available on the County website. The County did their own calculations based on MLS and as a result they are higher than the HUD issued limits. The limit is \$201,875.

Amy also talked about the County's Attorney General's Office two year funding for Veteran's with Disabilities that has been paired with the Maricopa County Housing Improvement Program (MCHIP). The County offers this program to service disabled veterans countywide, including Phoenix and unincorporated county islands. The program includes accessibility modification improvements and weatherization, if it is in an eligible area. The loans are for a maximum of \$65,000 in the form of a dpl for 7 years. The program details are on the website. Amy said she would email the link for CMs to put on their websites as well.

Amy also announced that the County's closing cost assistance program for Urban County's (which will eventually be phased out) still has funding available. The program offers a maximum of \$14,999 in closing cost and down payment assistance in the form of a dpl. Please let any of your neighboring communities know about this program.

Richard Thomason added that the two reasons we are here for are 1) to produce affordable housing and 2) protect the taxpayer's money. The problem with HOME has been the different affordability periods ranging for in perpetuity to shorter periods and the different types of projects ranging from rental to new construction and many of the projects precede staff tenure. Everyone needs to do the best they can to make certain that the records for these projects and properties are kept in the event these properties are sold and we need to reconcile them in IDIS. If there are no records, HUD will consider the project ineligible and the funds will have to be repaid. If you cannot prove where the money went, HUD headquarters is going to have heartburn and this is the due diligence side protecting the taxpayer money.

Richard added that he appreciated that the consortium has come together as a team under Amy's leadership and he is glad to see everyone working well together and hopes we keep it up.

Amy announced Scottsdale will be presenting next month at the meeting.

11. **Call to the Public**

Call to the Public is an opportunity for the public to address the Consortium concerning a subject that is not on the agenda. Public comment is encouraged. At the conclusion of

an open call to the public, individual members of the Consortium may respond to criticism made by those who have addressed the Consortium, may ask staff to review a matter, or may ask that a matter be put on a future agenda. However, members of the Consortium shall not discuss or take legal action on matters raised during an open Call to the Public unless the matters are properly noticed for discussion and legal action.

No response from the public.

12. Adjournment

There being no other business, the Chair entertained a motion for adjournment by Jaime Gonzalez and seconded by Christina Ramirez. The motion was passed unanimously. The meeting was adjourned at approximately 10:58 a.m. The next scheduled public meeting will be December 18, 2014.

Respectfully submitted,

Regina Marette
Recording Secretary